

Admissions Student Withdrawal Policy 2022-23



DUBAI
BRITISH
SCHOOLS



AMERICAN
ACADEMY
FOR GIRLS



inspiring young minds



GREENFIELD
INTERNATIONAL
School



UPTOWN
INTERNATIONAL
School



JUMEIRA
BACCALAUREATE
School



RAHA
INTERNATIONAL
SCHOOL



مدارس الشراكات التعليمية
CHARTER SCHOOLS

Policy Title	Student Withdrawal Policy
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Prepared By	Name	Signature
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Approving committee	Name	Signature
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1. Rationale:

This policy outlines the procedure to follow when a parent withdraws their child from the group 'Dubai Schools'. This policy follows some of the guidelines of the KHDA, has been adapted to be transparent and fair for students enrolled at Dubai schools in conjunction with The Executive Council and also refers to the

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declaration policy that is signed and agreed by every parent who joins Dubai Schools.

2. Aims:

The withdrawal policy is aimed at ensuring a fair and just procedure is in place that supports the parent to smoothly withdraw their child from the school whilst protecting the schools resources that have been put in place to invest in every students sought-after seat.

3. When enrolling or reregistering a Student, a deposit payment is required for a student joining Dubai Schools, this is listed in the parent school KHDA contract:

Parents who pay the full annual fees or have been granted a part scholarship

AED500 is required to register a new student and AED500 is required to reregister an existing student. The final invoice for the full term fees will be issued 2 months in advance of the semester commencing at which point the deposit for reregistration or registration will be deducted from this invoice.

Parents who have been granted a full scholarship.

There is no deposit to pay for a full scholarship parent when reregistering an existing student or registering a new student. However, this does not mean that charges will not be incurred should the parent decide to withdraw the student early or before the semester commences.

4. Withdrawal Form

In the interests of allowing the Principal to understand what is working well in the school and what needs to be improved please complete a 'withdrawal Form' that can be obtained from the 'Admissions Department' and will be sent to you if you inform the school that you wish to withdraw. The withdrawal form covers:

- Your experience at Dubai Schools and the reason why you are withdrawing
- Where you now plan your child to continue their education
- What closing procedures you need to follow
- Which documents you need from the school

5. Breakdown of Fees

Grade	Total Fee	Tuition Fees	Transport	Uniform Costs	ECA Costs
KG1	29900	23000	5800	500	600
KG2	32400	25500	5800	500	600
GR 1&2	34700	27800	5800	500	600
GR3	35555	27800	5800	500	1455
GR4	36155	27800	5800	500	2055
GR5	38800	30445	5800	500	2055
GR6	41300	32630	5800	500	2370

Withdrawal procedure and the coinciding charges and refunds

5.1 Notification of withdrawal

- The official withdrawal date will be recognised from the date the parent sends an email and requests the withdrawal.

5.2 Withdrawing before the start of any Semester for all students

- Complete a withdrawal form
- Any deposit paid or the First Semester fees paid, will be refunded if the student intention is to be schooled internationally or outside of the Emirate of Dubai less AED500 for the cost of the uniform for Semester 1 & 2. Refund = Deposit paid/fees paid minus - (uniform costs)
- Should the child be educated at another school in Dubai, then the Semester fees will be refunded less AED500 for Semester 1 & 2. Refund = Deposit paid/fees paid minus – (Uniform costs)
- Note there is only a charge of AED500 for uniform that has been picked up for a full scholarship student

6.3 Withdrawing within the first 2 weeks of any Semester

- Complete a withdrawal form
- The Semester fees will be refunded less the cost of the annual uniform charge, monthly transport and annual ECA's. Refund = Fees paid minus – (Uniform + transport + ECA)
- Note there is a charge for full scholarship students of the annual uniform charge plus the ECA and transport costs.

6.4 Withdrawing between the 2nd week of any Semester and the 4th week of the same Semester

- Complete a withdrawal form
- The Semester fees will be refunded less 1 months tuition fees, 1

month's transport fees, annual uniform and ECA costs for paying parents. Refund = Semester Tuition fees for relevant grade minus – (1 months tuition fees for the relevant grade + annual uniform + ECA's + 1 months transport)

- For full scholarship students a charge is incurred of 1 months tuition fees, 1 months transport fees, annual uniform costs and ECA costs.

6.5 Withdrawing after the 4th week of any Semester

- Complete a withdrawal form
- Withdrawals post the 4th week will be charged full monthly fees of each category, up to and including the month of withdrawal along with the annual uniform costs & ECA's.
- A student on a full scholarship will also be charged full monthly fees of each category, up to and including the month of withdrawal along with the annual uniform costs and ECA's

6.6 Withdrawing on the last day of Semester 1 & 2 or School end date

- Complete a withdrawal form
- Any future Semester fees that have been paid will be refunded less the AED500 annual uniform costs should the withdrawal be in Semester 1 or Semester 2 only
- For a full scholarship student the annual uniform costs AED500 will be incurred if the withdrawal is at the end of Semester 1 or Semester 2 only

Refunds

Any refunds owing will be returned to the parent within 21 days of issuing the withdrawal form. The refund will be paid by bank transfer or crediting the original debit/credit card

7. Transfer/Leaving Certificate

A 'Transfer Certificate' is a document provided by the KHDA through the school that declares the grade the student attended and if the academic year for that grade has been completed. This document is needed should the student be transferring to another school in Dubai or another Emirate and in some cases other schools internationally. You can request for this document on the 'Withdrawal Form' and pay the KHDA charge of AED120 to the school cashier department for it to be produced.

General Conditions

- The above refund policy is applicable per Semester
- The refund will be calculated from the first day of any Semester and the official withdrawal date

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- Any provisions in any other internal policies or approvals will be repealed in the event that they contradict this policy.

Consideration

Any student with or without a scholarship can withdraw from Dubai Schools at any time of the year, regulation guidelines are listed above to clarify the timeline, refunds and costs incurred. All withdrawal applications will be notified to the Principal, who will make a final recommendation in conjunction with Taaleem Central Office within 21 days of the official withdrawal.